

DELAWARE TRANSIT CORPORATION

POSTING NO. 048-2017

POSITION VACANCY POSTING

DATE OF POSTING December 7, 2016 CLOSING DATE December 14, 2016

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON December **14, 2016**.

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POSITION #: 1172 JOB CODE #: 212

POSITION TITLE Capital Project Administrator

PAY GRADE 15 PAY RATE \_\_\_\_\_ SALARY RANGE \$44,755. - \$55,944  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance  
SECTION Fixed Assets

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday – Friday

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SUMMARY OF POSITION:

This position has direct responsibility for the preparation of grant applications in the Federal Transit Administration (FTA) system that meets the needs of the Delaware Transit Corporation and the requirements of the FTA to allow all available funds to be encumbered and utilized in a timely manner. This position is also responsible for Federal compliance with regard to grant funding and the corresponding internal and external reporting.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

**MINIMUM QUALIFICATIONS:**

2+ years with grants administration and/or education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position..

**Preferred Qualifications:**

1. Experience in preparing and submitting FTA grant applications.

**Applicants must detail all experience in preparing multiple FTA grant application.**

2. Experience in analyzing and systemically compiling technical and statistical information.

**Applicants must detail all experience in analyzing and systemically compiling technical and statistical information.**

3. Experience in preparing reports for regulatory compliance and presenting findings at federal and state reviews.

**Applicants must detail all experience in preparing reports for regulatory compliance and presenting findings at federal and state reviews.**

4. Experience in coordinating and planning a schedule of activities in accordance with funding guidelines.

**Applicants must detail all experience in coordinating and planning a schedule of activities in accordance with funding guidelines.**

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

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EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification"**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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**Issued: 8/15/14**

**Title: Capital Project Administrator**

**Job Code: 212**

**Location: Dover, Delaware**

**Pay Grade: 15**

## **Position Summary**

This position has direct responsibility for the preparation of grant applications in the Federal Transit Administration (FTA) system that meet the needs of the Delaware Transit Corporation and the requirements of the FTA to allow all available funds to be encumbered and utilized in a timely manner. This position is also responsible for Federal compliance with regard to grant funding and the corresponding internal and external reporting. This position reports directly to the Fixed Asset and Grants Manager.

## **Typical Duties**

- Prepare multiple FTA grant applications and related schedules to secure funding allocated to the State of Delaware for the purpose intended.
- Responsible for fulfilling all reporting requirements to assure Delaware's compliance with grant rules and regulations, as well as ensure that funding does not lapse.
- Act as a department resource with regard to grant rules and requirements by maintaining a working knowledge of applicable Federal regulations, circulars and guidance to ensure State compliance.
- Work with project managers as well as DELDOT/DTC Finance staff to understand each capital funded project, planned timeline, the funding plan and any related contracts/agreements to enable accurate representation in each grant application.
- Provide timely communication with FTA regional office staff to resolve questions related to grants and DTC's capital funded projects.
- Maintain accurate records, files and databases; prepare letters, reports and memorandum; provide presentations as appropriate.
- Serve as the section lead during State Management Reviews, Triennials, Financial Management Oversight and other FTA reviews on items related to grant applications and compliance.
- Provide assistance within the Fixed Asset/Grants Section by supervising staff and performing other duties as assigned.

The above duties and responsibilities are not intended to be all inclusive of the specific duties and responsibilities of this position.

## **Knowledge, Skills and Ability**

- Experience and proven ability to work effectively under pressure and organize work flow priorities to complete work within established schedule and guidelines. Able to handle multiple projects and requests concurrently.
- Experience and proven ability to establish and maintain effective working relationships with a variety of individuals including project managers, staff, consultants, vendors and general public.
- Experience and proven ability to exercise independent professional judgment within general policy guidelines.
- Experience and proven ability to plan, coordinate and initiate action necessary to implement recommendations.
- Exceptional verbal and written communication skills.
- Ability to gather, interpret, analyze, evaluate and present a variety of data, solve problems and present alternatives

- Familiar with generally accepted accounting principles.
- Demonstrated proficiency in computer software programs in a Windows environment, particularly the Microsoft Office suite, spreadsheet and accounting software applications.

#### **Minimum Qualification Requirements**

- 2+ years with grants administration and/or education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position

#### **Working Conditions**

- This position generally involves regular working hours and workdays, although scheduling conflicts, projects and/or emergency situations do call for extraordinary hours of work. Work is conducted in a variety of locations and may entail outdoor work and work under difficult or uncomfortable conditions and circumstances.

	<b>Essential Personnel Policy HR-075.01</b>		<b>FLSA</b>
◦	Level I	◦	Exempt
	Level II		Non-Exempt